lululemon

Singapore: Vendor Onboarding Form
新加坡：供应商录入表格

☐ New vendor
☐ Updating existing vendor

View our Vendor Code of Ethics here

Version 6.0 | March 2025 | issued by Global Financial Shared Services | replaces version 5.0

To ensure timely payment of invoices, this form must be completed in full, with relevant supporting documents attached, prior to first invoice received.

Vendor legal name (English)
法定公司名称（英语）

Doing business as: *(if applicable)*
供应商联系人姓名

Vendor contact name and phone number:
公司联系人姓名及电话号码

Email address(s) for remittance advice:
汇款电子邮箱地址

*We recommend providing 2 email addresses to ensure no communication is missed, and to provide 1 joint mailbox address

lululemon's Customer Number/Customer ID: *(if applicable)*
(若有）露露乐蒙客户号码

Company/Business Registration number(UEN):
公司注册号/企业注册号（UEN）

Vendor address:
公司地址

Address Line 1:	
Address Line 2:	
Apt/Suite:	City:
State/Province:	Post Code:
Country:	

D-U-N-S number: *(if applicable)*
邓白氏编码 *(如适用)*

BANKING INFORMATION

Bank Name (English) 银行名称	Branch Name (English) 分支名称	Bank Address 银行地址

Bank Code 银行号码	Branch Code 分支号码	BIC / SWIFT Code 银行识别代码 (BIC)/银行国际代码	Account Number 账户号码

Name on account
银行账户名

ELECTRONIC BANKING DETAILS: I/we hereby authorize **lululemonathletica Inc.** and/or its subsidiaries, hereinafter called COMPANY, to initiate credit entries to my/our Bank Account indicated above at the financial institution named above, hereafter called BANK NAME, and to credit the same to such account. I/we acknowledge that the origination of the international transactions to my/our account must comply with the provisions of international law.

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK NAME a reasonable opportunity to act on it.

Please attach one of the following: 提供以下 一项，用于银行账户证明。银行信必须包含 账户详细信息：

☐ Void Cheque 无效支票 ☐ Bank Letter官方银行信 ☐ Online Bank Statement 银行对账单

In your signed contract or agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency?
在与 lululemon 签署的合同或协议中，你是否打算接收当地货币以外的货币？

Yes 是   No 否

If yes, please answer the following questions:如是，请回答以下问题：
What currency do you intend to receive payment in?
你打算接收哪种货币？

Do you have a bank account in this currency?
你是否有该币种的银行账户？   ☐ Yes是   No 否

Is there an intermediary bank/special instructions to receive this currency?
是否有代理中转行/特别说明 用于接收该币种？   ☐ Yes是   No 否

If yes, please provide (a bank letter) international wire instructions for receiving requested currency
请（由你的银行）提供接收要求货币的国际电汇说明   *Included 已包括*

Supplier Inclusion and Diversity

In support of our effort to increase engagement with diverse supplier communities, we require all our vendors, regardless of diversity status, to register with SupplierOne and maintain accurate profile data.

To register, please visit: https://lululemon.supplierone.co

☐ I/our company has completed SupplierOne registration

This section is to be completed by lululemon business

Payment Processing Information:

Would you like your supplier to upload invoices using the Coupa Supplier Portal (CSP) ?*   ☐ Yes   ☐ No

If Yes, please provide the suppliers contact name and email address for the CSP Invite

Contact Name: _____   Email Address: _____

Please note that if your vendor uses CSP, they are not able to email invoices to the lululemon mailbox, and all invoices must be processed through CSP

Company Type

Please provide a brief description of product:

Where will goods/services be physically provided/delivered?   ☐ Singapore   China   Other (please specify)

Could this vendor be considered a related party as defined in the Employee Handbook?   Yes ☐ No
Review pg.29 of the Employee Handbook to learn more

Payment Terms *Please refer to lululemon's payment term policy here*   ☐ Net 30

If the requested payment terms differs from our standard 30-day, or the alternative terms based on vendor type, please provide the following information:

Why are we not adhering to the standard payment terms?

What is the estimated annual spend?

Was Procurement involved in the negotiation?   Yes   ☐ No

How frequently will lululemon receive an invoice from the vendor?

Currency: SGD ☐ HKD   Other

Estimated annual/contract spend: <$50k ☐ $51-200k ☐ $201-500k ☐ $500k+

lululemon contact name:

lululemon contact email address for copy of remittance:

HOW TO SUBMIT

Submit through Service Now: 'Vendor / Supplier Request' + enter vendor name as reference in the description box.
Internal submission only – please return to your internal contact

提交方式
通过 ServiceNow 提交："供应商/供应商要求"，输入供应商姓名，作为参考描述框中的参考。
仅内部提交，请返回到你的内部联系人